

## **MEMBERSHIP - TLC RESPONSIBILITIES**

- Check emails sent out by Communications Coordinator for notices concerning illness, hospitalizations, and deaths. Contact members to see if they want an email sent out to club members and ask how we can help (cards, food, etc.).
- If appropriate, send a card on behalf of WCOP to member.
- Put information in The Participant with your contact information so members can contact you.
- Keep a supply of stamps and cards and give the receipt to the Treasurer to be reimbursed.
- Keep track of your hours for annual GFWC reporting.